

Technical Group  
Recreation Series

RECREATION LEADER III  
08/92

### *Summary*

Under general supervision, supervises other recreation personnel and participates in directing activities at a recreation facility; directs group and individual sports; and performs related work as required.

### *Typical Duties*

Supervises other recreation personnel at a recreation facility; directs and coordinates recreation activities; organizes and groups classes by age and ability; supervises the issuance, use and care of recreation supplies and equipment; acquires, trains and supervises subordinates and volunteers in the execution of recreation programs, such as dance activities, twirling, crafts, games, and other recreation activities; registers participants; renders simple first aid in emergency situations; supervises, trains and reviews work of personnel connected with individual and group sports programs; prepares all schedules for instruction and tournaments; prepares budget estimates for programming of events; verifies rosters and age limitations of groups; collects fees from teams or players; prepares and maintains reports and records.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or the equivalent and two years of experience in recreation supervision; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the principles, rules, materials, equipment, requirements and organization of a wide variety of play and recreational activities; good knowledge of the facilities and equipment used in community recreational work; some knowledge of first aid.

Ability to supervise and train subordinates; ability to select recreational activities and suitable to individual and group interests, needs and capabilities; ability to inspire confidence and enthusiasm; ability to mix readily and work in harmony with various age and racial groups; ability to handle disciplinary problems.

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Director of Personnel

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Department Head